

~~Security Information~~

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OFFICE OF RESEARCH AND REPORTS

20 May 1953

Office Notice R41-53

Subject: Records Management Program

1. In accordance with CIA Regulation [ ] establishing a records management program throughout the Agency, the Chief, Administrative Staff, is assigned the responsibility for developing and administering in cooperation with all components of ORR a records management program within the Office. The approach to the establishment of this program will be guided by Agency policies and procedures adapted to meet the research and administrative needs of ORR.

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2. [ ] Room 1129 "M", extension [ ] Records Management Officer for ORR, will be available to assist divisions in the development and implementation of their records systems.

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[ ]  
OTTO E. GUTHS  
Assistant Director

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